

OFFICE OF FINANCE
Analysis Branch

Systems Accountant (2)

GS510-11

Duties

1. Serves under the general supervision of the Chief, Analysis Branch and under direct supervision of assigned project leaders. Incumbents work on the entire spectrum of systems work that includes detailed systems analysis work such as: systems requirements, data gathering, systems diagnosis, design, controls, conversion, testing, and training. Incumbents must possess a high degree of ingenuity and inventiveness, however, always remaining within acceptable accounting and auditing techniques. In addition, he or she must, of course, possess a sound knowledge of financial regulations and the current operating systems.

2. The paramount task performed will be to develop new financial systems or upgrade and maintain existing systems. Incumbent will be expected to constantly seek improved ways, through periodic review, to aid the overall function of the Office of Finance. This will entail close association with the line components. During data gathering this person will be responsible for obtaining approvals of proposals and recommendations always mindful that these approvals represent what the line officers need to perform their assigned tasks. These approvals will be submitted to top management for acceptance; often requiring formal presentations prior to acceptance.

3. Incumbent will bridge the gap between the new system and the user by performing as training official for the proposed system.

4. Persons performing in this job must be able to work with the minimum of supervision once the supervisor discusses the assignment indicating any problems; the objectives of the projects and scope of the assignment.

5. Assignments will subject incumbents to a broad exposure within and outside the Agency. He or she must possess the ability to articulate concepts in a fluid manner.